

'BOILER PLATE' REQUEST FORM

CHECKLIST OF ITEMS FOR INCLUSION INTO THE 'BOILER PLATE'

Submitted By: _____

Date Submitted: _____

<u>PROJECT:</u> [Name] [Agency] [Location]	<u>Project Number:</u> A/E #
Jurisdiction for Plan Review & Issuing of Permits: _____ <div style="text-align: right;"> Plan Review Fee Paid & Done? <input type="checkbox"/> Yes <input type="checkbox"/> No Building Permit Ready? <input type="checkbox"/> Yes <input type="checkbox"/> No </div>	
<u>ARCHITECT/ENGINEER:</u> [Architect/Engineer] [Street Address] [City, State, Zip] [Phone/Fax]	
<u>PRE-BID WALK-THROUGH?</u> <input type="checkbox"/> Yes <input type="checkbox"/> No [Day, Date, Time] [Meeting Location] [City, State]	
<u>AGENCY CONTACT:</u> [Name of Contact] [Agency] [Street Address] [City, State, Zip] [Phone/Fax]	
AMOUNT OF REFUNDABLE DEPOSIT REQUIRED PER PLAN SET: _____	
USE ALL <u>State of Montana</u> PLAN EXCHANGES UNLESS NOTED OTHERWISE. Check here and attach additional sheet listing the exchanges if more/less are to be used: <input type="checkbox"/>	
BID PROPOSAL FORM NEEDS CUSTOMIZATION FOR THE PROJECT? <input type="checkbox"/> Yes <input type="checkbox"/> No <small>(attach additional sheet listing bid alternates in priority order)</small>	
TIME ALLOTTED FOR COMPLETION OF WORK: _____ Calendar Days, or _____ Date of Completion <small>(list on additional sheet if the project is phased or has multiple completion durations/dates)</small>	
AMOUNT OF LIQUIDATED DAMAGES: _____ Per Calendar Day of Delay <small>(attach an additional sheet justifying the amount if it is for more than typical architect/engineer costs)</small>	
CONTACT PERSON FOR ON-SITE INSPECTION: (check here if same as agency contact above: <input type="checkbox"/>) [Name of Contact] [Agency] [Street Address] [City, State, Zip] [Phone/Fax]	
STATE WAGE RATES (Contract Administrator shall verify correct rates): Project is <\$25,000 <input type="checkbox"/> <div style="text-align: right;"> BUILDING <input type="checkbox"/> HEAVY <input type="checkbox"/> HIGHWAY <input type="checkbox"/> </div>	
FEDERAL REQUIREMENTS: Federal General Conditions are required <input type="checkbox"/> Federal Wage Rates are required <input type="checkbox"/> Debarment Form is required <input type="checkbox"/> <i>(Notice: the Project Manager and the Agency shall verify the source of funding and verify the need or lack thereof for federal requirements PRIOR to submitting this form to the Contract Administrator)</i> Check here if Federal funding is NOT included in this project <input type="checkbox"/> By: _____ (initials), Date: _____	

Disposition by Admin. Support _____

Date _____

Initials _____